

Chapter 1.10

Safety and health program evaluation

1. Applicability of this chapter

You are required to follow this chapter if you are involved in preparing JSC's annual safety and health program evaluation. This is mostly the responsibility of safety and health professionals, though line organizations may provide information for the evaluation on request.

2. Description of Sub-element 1.10

JSC shall have a system for evaluating the operation of its safety and health program each year. This system judges our success in meeting our safety and health goals and objectives, and will help us determine needed changes to continually improve worker safety and health protection. The evaluation shall:

- a. Be a written narrative report with recommendations for timely improvements, assigning responsibility for those improvements and documenting timely, adequate follow-up action or the reason no action was taken.
- b. Assess the effectiveness of all elements in JSC's safety and health program.
- c. Be done by competent JSC, NASA, or other private sector persons who are trained or experienced in evaluating safety and health programs.
- d. Follow the format specified by OSHA, VPP Region VI.

Process for Program Evaluation

3. Performance Evaluation Profile (PEP)

JSC team members shall take the PEP or similar survey yearly to provide at least a statistical sample, if a survey is available. The PEP is a survey designed to measure employee and manager perceptions about safety and health. Low perceptions or discrepancies between employee and management perceptions could indicate problems in the safety and health program. Scores will be available by directorate and for the entire center. Each directorate will receive a report with its scores and a proposed action plan. Since the PEP is a perception survey, it isn't adequate for the safety and health program evaluation by itself, but provides useful information for the evaluation.

4. Evaluate previous year's report

Evaluate the previous year's report by reviewing:

- a. Parts 1–4 of this Handbook to make sure you are familiar with the requirements.

Part 1, Management leadership and employee involvement

- b. The status of all actions listed in the previous year's report, including any closure documentation.

5. Evaluate current year's safety and health performance

Evaluate this year's performance by carrying out the following steps:

- a. Assess the current status of program elements through any of the following:
 - 1. Interviews with subject matter experts.
 - 2. Self-audits and inspections, to include Directorate Safety and Health Program Reviews.
 - 3. Results of this year's PEP or survey.
 - 4. Any available leading metrics.
 - 5. Investigation and trend data.
 - 6. Any other methods available.
- b. Provide detailed description and evaluations for each Chapter based on the assessments in subparagraph 5.a. The report shall follow the format required by OSHA Region VI Voluntary Protection Program Manager.
- c. Determine actions needed to improve health and safety at JSC.
- d. Document responsible parties, closure criteria, status, and estimated closure dates for each recommended action in subparagraph 5.c.

6. Publish the Annual Safety and Health Self-Evaluation Report

To publish the self-evaluation report:

- a. Make sure all center directorates have input, and opportunity, to comment on the report through the Coordination Safety and Health Committee (or equivalent), its subcommittees, or other methods to be arranged.
- b. Get approval signatures from:
 - 1. NS Division Chief.
 - 2. SD, Clinic Services Branch.
 - 3. Coordination Safety and Health Committee Chair.
 - 4. JSC Safety Action Team Chair.
 - 5. Designated Safety and Health Official.
- c. Send original signed report to the OSHA Voluntary Protection Program Region VI Manager. NS and SD will each keep a copy.
- d. Post report on the JSC Safety and Total Health Homepage.

7. Responsibilities

Responsibilities for the safety and health program evaluation are as follows:

- a. The *Safety and Test Operations Division* is responsible for:
 1. Developing the evaluation report jointly with the Clinic Services Branch. The Safety and Test Operations Division has the final authority over the report.
 2. Publishing the final report.
- b. The *Clinic Services Branch* is responsible for developing the evaluation report jointly with the Safety and Test Operations Division.

8. Safety and health records

The following center-level records document JSC's safety and health program evaluation (Safety and Test Operations Division keeps items a and c; the Coordination Safety and Health Committee keeps item b.):

- a. A copy of each year's program evaluation.
- b. Documentation on tracking self-evaluation actions to closure.
- c. PEP results.

9. Measurement

The following factors measure safety and health program evaluation:

- a. Meeting the February 15 deadline for submitting the report to OSHA.
- b. Progress on, and completion of, the actions assigned by the program evaluation.